

## **ATTENDANCE**

### **RATIONALE:**

The Education Act, 1989, requires that all children six years old and over must attend school. The Principal is accountable to the Ministry of Education for the daily attendance of all students listed on the school admission register. To monitor the attendance of students the school must:

### **PURPOSE:**

#### **Each classroom teacher will keep**

- An accurate daily record of attendance will be kept on ETAP Electronic register (student management system)
- Parents/Caregivers are expected to inform the school of a child's absence by 9.00am.

### **GUIDELINES:**

- Parents must also keep the school advised of any changes to their contact phone numbers.
- If a relieving teacher is in the room the office staff will give a class list for them to fill in and send back to the office.
- The absences must be received at the office by 9.10am and 2.00pm each school day.
- The office staff will update the reasons for absence once the phone messages have been accessed.
- The office staff will print a list of all children absent for use in an emergency situation.
- An attempt will be made to contact Parents/Caregivers of children whose absence has not been explained. by the classroom teacher or office staff.
- The Principal and LMT will be notified if excessive unexplained absences occur or if a pattern of absence develops.
- A medical certificate will be requested if a child has been absent for medical reasons for more than five consecutive school days.
- The parent/caregiver of a child who shows excessive unexplained absence or a consistent pattern of absenteeism will be contacted by the Principal.
- If the unexplained absence continues the parent/caregiver will be notified in writing that the situation is unacceptable and the Truancy Officer will be contacted. This letter will outline the legal requirement for children to attend school.
- Any further action will be decided after discussion between the Principal, the classroom teacher and the Truancy Officer

**Reviewed: Term 3 2016**

.....Chairperson, BOT

**Review date: Term 3 2019**